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IHSA-82-037

13 September 1982

MEMORANDUM FOR: Chief, Compensation System Development Branch,  
Systems Development Division, A/ODP

THROUGH: Chief, Systems Development Division, A/ODP

FROM:

Information Handling Systems Architect

SUBJECT: Comments on Detailed Requirements for the  
Automated Compensation and Information  
System (ACIS), ODP-82-7434, dated 23 August 1982 (U)

1. We appreciate the opportunity to review the ACIS Detailed Systems Requirements Document. The document is a skilled specification definition that appears to cover the significant aspects of most required processes at an appropriate level of detail. (U)

2. There are, however, a few aspects which appear to be missing or not to the expected level of detail for this level. They are listed below with the caveat that their expression may be clumsy due to our lack of familiarity with the details of the present OF compensation process and the background of the ACIS project. (U)

- The document does not cite specific required "files" which legally must be contained in or interface with ACIS. These are not discretionary files of the design process, but those which must be created and maintained as separate entities regardless of ACIS functions or methods. They should be described in this document along with their characteristics, i.e., control and access authority, data sources, data destinations, sizes, form, update frequency, etc. (U)

- With respect to the "minimal input for normal tours of duty" (see e.1.1.2.2): is "defaulting" legal and acceptable? The volume implications or data entry are significant. (U)

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- With respect to external interfaces: have timing, volume, procedural, and operational considerations been examined sufficiently? Elements of standardization, commonality, and interoperability are of importance here, and we trust the ACIS will significantly enhance the Agency's position in the area. (U)
  - Has the auditing process been considered with respect to operational ease and needs as well as with respect to legal requirements? A bit more detailed description would be helpful. (U)
  - With respect to the query/reporting requirements (see 3.1.8), especially the audit query (see 3.1.8.3.6), have all legal requirements for both hardcopy (or COM) reports and audit trails been considered? Indexing to the correct COM report in the "archives" may be difficult. (U)
  - Have operational considerations, in general, been specified sufficiently? Data bases which come "on-line" after being "batch" for long periods of time traditionally become more "popular" than envisioned. Numbers of queries, extent of searches, extracts of data, etc. seem to mushroom, and we trust user access, availability, output methods, etc. are sufficient. (U)
3. Otherwise, there are some minor considerations/observations we have:
- F.I.C.A. vs. Civil Service (see 3.1.4.3.5.5) may be changed during ACIS's lifetime and should be readily changeable. (U)
  - The term "appropriate individual", which appears several places, if replaced by an organizational designation would add clarity. (U)
  - Specific definition of "records schedule" for historical records (see 3.1.1.5) and throughout the document would be helpful. How much historical information is "on-line" and/or "batch" retrievable is not apparent. (U)
  - The statistical query capability (see 3.1.8.3.4) is wide open and may be misinterpreted beyond system capabilities. (U)
  - The backup capability (see 3.1.2.6.3) media choice should be ODP's - one which meets OF's timing constraints but then of ODP's preference. (U)

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4. Again, we find this document to be very thorough and specific in covering the vast scope of the top-level requirements. Thank you for giving us the opportunity to review it, and please feel free to contact  of our office, if you wish to pursue the points we raised. (U)

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